UNIT MAILROOM (UMR)

SOP

6 JANUARY 2006

FORT CARSON CO

AG MAILROOM

INTERNAL OP

28 MARCH 2006

AG MAILROOM

EXTERNAL OP

28 MARCH 2006

u. LIMITATIONS ON CLASSIFYING MAIL	16
v. PACKAGING CLASSIFIED MATERIAL	17
w. INSPECTION OF OFFICIAL MAIL	17
x. TRACING MAIL	17
y. METHODS OF MAILING	18-19
z. HOURS OF OPERATION	20
aa. DISTRIBUTION LIST (FC REG 25-32)	20
bb. MAIL CONTROL	20-21
cc. APO MAILING	21
dd. PENALTIES FOR PRIVATE USE OF OFFICIAL MAIL	21
ee. DISSATISFACTION AND INQUIRIES	22
ff. USPS FORMS AND SUPPLIES	22
gg. RESERVE AND NATIONAL GUARD UNITS	22-23
Figure 6-1a (APPOINTMENT OF OFFICIAL MAIL MANAGERS)	24
Figure 6-1b (APPOINTMENT OF OFFICIAL MAIL MANAGERS)	25
Figure 6-2 (OFFICIAL MAIL MANAGER APPOINTMENT ORDERS)	26

x. GENERAL DELIVERY & HOLD MAIL	28
y. PREPARATION OF OUTGOING OFFICIAL MAIL	28-29
z. COST-SAVING METHODS	30
aa. CLASSIFIED MATERIAL	30
bb. LIMITATIONS ON CLAPROCESSING OUTGOING OFFICIAL MAIL	30
cc. PACKING CLASSIFIED MATERIAL	30-31
dd. INSPECTION OF OFFICIAL MAIL	31
ee. TRACING MAIL	31
ff. METHODS OF MAILING	31-32
gg. HOURS OF OPERATION	33
hh. METER AND PROPERTY	33-34
ii. EOUIPMENT MALFUNCTIONS	34
jj. POSTAGE REPORTS	34
kk. DISTRIBUTION LIST (FC REG 25-32)	34
ll. MAIL CONTROL	34-36
mm. OPERATIONAL EXPENSES	36-37
nn. APO MAILING	37
oo. PENALTIES FOR PRIVATE USE OF OFFICIAL MAIL	37
pp. BUSINESS RECOVERY PLAN	37
qq. KEY CONTROL	38
rr. DISSATISFACTION AND INOUIRES	38
ss. USPS FORMS AND SUPPLIES	39
tt. RESERVE AND NATIONAL GUARD (NG) UNITS	39
uu. RECEIPT AND DELIVERY OF MAIL FROM PRIVATE CARRIER	40
Figure 6-1 (CERTIFICATE OF ACHIEVEMENT)	41
Figure 6-2 (MEMORANDUM USED FOR UNSAT UMR INSPECTIONS)	42
Figure 6-3 (LETTER FOR COLORADO INN RESIDENTS)	43
Figure 6-4a (APPOINTMENT OF OFFICIAL MAIL MANAGERS)	44
Figure 6-4b (APPOINTMENT OF OFFICIAL MAIL MANAGERS)	45
Figure 6-5 (OFFICIAL MAIL MANAGER APPOINTMENT ORDERS)	46

Figure 6-6 (MAIL ORDERLY BRIEF FOR PERSONAL MAIL)	47
Figure 6-7 (MAIL ORDERLY BRIEF FOR OFFICIAL MAIL)	48

Table of Contents	PG
REFERENCES:	1
RESPONSIBILITIES:	
a. AG MAILROOM SUPERVISOR	1-3
b. COMMANDER OR DIRECTORS	3
c. ORGANIZATIONAL OFFICIAL MAIL MANAGERS	4
d. MAIL HANDLING PERSONNEL	4-5
PROCEDURES:	
a. OUALIFICATIONS FOR MAIL PERSONNEL	5
b. TRAINING	6--7
c. CONTROL/ MAINT OF DD FORM 285 CARDS AND APPOINTMENT ODR	7
d. REVOCATION OF DD FORM 285 CARDS AND APPOINTMENT ORDERS	8
e. PRIVILEDGED NATURE OF MAIL AND POSTAL RECORDS	8
f. MAIL SECURITY	8
g. POSTAL OFFENSES AND LOSSES	8
h. UMR INSPECTIONS	9
i. INCENTIVE AWARDS PROGRAM	9
j. SUSPICIOUS MAILINGS	10
k. SHIPPING HAZARDOUS MATERIAL	11
l. TRANSPORTING MAIL AND DISTRIBUTION	11
m. OFFICIAL MAIL	12
n. RECEIPT AND DELIVERY OF ACCOUNTABLE MAIL	12-13
o. PROCESSING OUTGOING OFFICIAL MAIL	13
p. UNDELIVERABLE MAIL	14
q. GENERAL DELIVERY & HOLD MAIL	14
r. PREPARATION OF OUTGOING OFFICIAL MAIL	14-16
s. COST-SAVING METHODS	16
t. CLASSIFIED MATERIAL	16

Table of Contents	PG
REFERENCES:	1
RESPONSIBILITIES:	
a. INSTALLATION ADJ UTANT GENERAL	2-3
b. MAIL SUPERVISOR	3-6
c. MAIL HANDLING PERSONNEL	6-8
PROCEDURES:	
a. OUALIFICATIONS FOR MAIL PERSONNEL	9
b. TRAINING	10-12
c. CONTROL/ MAINTENANCE OF DD FORM 285 CARDS AND APPOINTM	12-14
d. REVOCATION OF DD FORM 285 CARDS AND APPOINTMENT ORDERS	14
e. PRIVILEDGED NATURE OF MAIL AND POSTAL RECORDS	14-15
f. MAIL SECURITY	15
g. ACCESS TO THE AG MAILROOM	15
h. E-MAIL ACCOUNTS AND PASSWORDS	16
i. POSTAL OFFENSES AND LOSSES	16
j. UMR INSPECTIONS	16
k. WEEKLY INSPECTION OF AG MAILROOM ACCOUNTABLE MAIL	17
l. INCENTIVE AWARDS PROGRAM	17
m. SUSPICIOUS MAILINGS	17-19
n. TELEPHONIC BOMB THREAT	20
o. FIRE	20-21
p. INCIDENT REPORT	21
q. SHIPPING HAZARDOUS MATERIAL	22
r. SAFETY	22-23
s. TRANSPORTING MAIL AND DISTRIBUTION	24
t. OFFICIAL MAIL	24
u. RECEIPT AND DELIVERY OF ACCOUNTABLE MAIL	25
v. PROCESSING OUTGOING OFFICIAL MAIL	26
w. UNDELIVERABLE MAIL	27

gg. POSTAGE REPORTS	34
hh. DISTRIBUTION LIST (FC REG 25-32)	34
ii. MAIL CONTROL	34-36
jj. OPERATIONAL EXPENSES	36-37
kk. APO MAILING	37
ll. PENALTIES FOR PRIVATE USE OF OFFICIAL MAIL	38
mm. BUSINESS RECOVERY PLAN	38
nn. KEY CONTROL	38-39
oo. DISSATISFACTION AND INQUIRIES	39
pp. USPS FORMS AND SUPPLIES	39
qq. DEPLOYMENT AND EXERCISE PLANNING	39-40
rr. DELIVERY OF MAIL FROM PRIVATE CARRIER	40
Figure 6-1 (CERTIFICATE OF ACHIEVEMENT)	41
Figure 6-2 (MEMORANDUM USED FOR UMR INSPECTIONS)	42
Figure 6-3 (LETTER FOR COLORADO INN RESIDENTS)	43
Figure 6-4a (APPOINTMENT OF OFFICIAL MAIL MANAGERS)	44
Figure 6-4b (APPOINTMENT OF OFFICIAL MAIL MANAGERS)	45
Figure 6-5 (OFFICIAL MAIL MANAGER APPOINTMENT ORDERS)	46
Figure 6-6a (MAIL ORDERLY BRIEF)	48
Figure 6-6b (DD FORM 285)	49

t. Telephonic Bomb Threats	22
u. Mail Bombs	22
v. USPS Forms and Labels	23
w. Service Standards	23
x. Free Mail (FM)	23
y. Assignment of Receptacles Using Receptacle Records (DD Form 2262)	24
z. Maintenance of Receptacles	24-25
aa. Temporary Mail Disposition Instructions (DD Form 2258)	25
bb. Deployment and Exercise Planning	25-27
cc. Delivery of Private Carrier Parcels by the UMR	28
Figure 6-1a (FC Form 97-E. Unit Mail Service Inspection Checklist)	29
Figure 6-1b (FC Form 97-E. Unit Mail Service Inspection Checklist)	30
Figure 6-2 (PS Form 3883. Firm Delivery Receipt for Accountable and Bulk . . .)	31
Figure 6-3 (PS Form 3849. Delivery Notice/Reminder/Receipt)	32
Figure 6-4a (PS Form 3883. Firm Delivery Receipt for Accountable and Bulk . . .)	33
Figure 6-4b (PS Form 3849. Delivery Notice/Reminder/Receipt)	34
Figure 6-5 (PS Form 3883. Firm Delivery Receipt for Accountable and Bulk . . .)	35
Figure 6-6 (PS Form 3801. Standing Delivery Order)	36
Figure 6-7 (PS Form 3883. Firm Delivery Receipt for Accountable and Bulk . . .)	37
Figure 6-8 (DA Form 3955 used to show Temporary Change of Status)	38
Figure 6-9 (Duty Appointment Orders)	39
Figure 6-10 (Revocation Memorandum)	40
Figure 6-11 (DD Form 285. Appointment of Unit Postal Personnel)	41
Figure 6-12 (DD Form 2258. Temporary Mail Disposition Instructions)	42
Figure 6-13 (Combination and Duplicate Key Envelope)	43
Figure 6-14a (DA Form 3955)	44
Figure 6-14b (DA Form 3955)	45
Figure 6-15 (Letters Redirected as "ANK")	46

n. Casualty Mail	
o. Complaints and Inquiries	
p. Change of Address and Directory Cards (DA Form 3955)	15
q. Undeliverable Mail	16
r. General Delivery & Hold Mail	
s. Suspicious Mailings	20

Figure 6-16 (Letter Redirected as "Casualty Mail")	46
Figure 6-17 (Letters Redirected as "Unclaimed")	47
Figure 6-18 (Letters Redirected as "Refused by Addressee")	47
Figure 6-19 (Letter Redirected as "Opened by Mistake")	48
Figure 6-20 (Letter Redirected as "AWOL/ANK")	84
Figure 6-21 (Letter Redirected as "FWD TO")	49
Figure 6-22 (Handling Presort STD……no special services requested)	49
Figure 6-23 (Handling Presort STD……with special services requested)	50
Figure 6-24 (DD Form 2263, Mailing Address/Combination Notice)	51
Figure 6-25 (DD Form 2262, Receptacle Record)	52
Figure 2-26 (DD Form 1115, Mail Call Hours)	53
Figure 6-27 (PS Form 3579, Undeliverable Standard (A) and (B) Mail and . . .)	54
Figure 6-28 (Bomb Threat Checklist)	55
Figure 6-29 (Return Receipt)	56
Figure 6-30 (SF 701, Activity Security Checklist)	57
Figure 6-31 (SF 702, Security Container Check Sheet)	58
Figure 6-32 (UMR Access Roster)	59